Job Title: Faculty, Nursing Upper Keys Center

GENERAL DESCRIPTION:
Full-Time, 10-month Faculty Position. This position is an instructional position with duties and responsibilities which are established in accordance with State Board of Education Rules, Florida Board of Nursing and Board of Trustee Policies. Lecture, skills and clinical instruction are the primary duties of this position. This position reports to the Director, Allied Health and Nursing.

ESSENTIAL JOB DUTIES:
1. Plans, organizes and delivers assigned courses to promote student success.
2. Maintains required office hours to provide assistance to students and communication with administration.
3. Responsible for evaluating student learning and objective achievement and providing feedback.
4. Selects appropriate materials and equipment for discipline or program use, and ensures proper care and safety in their use.
5. Adheres to and enforces the administrative policies and procedures of the College.
6. Advises enrolled and potential Allied Health and Nursing students in the upper keys.
7. Works with other Faculty to evaluate and revise existing courses and to develop new courses.
8. Assists in implementing College policies, objectives and functions in accordance with the College Mission Statement.
9. Responsible for keeping current in the discipline or program areas taught.
10. Participates in staff and committee work.
11. Attends College-wide academic and staff meetings and academic official functions.
12. Maintains good relationships with community agencies and groups and participates as appropriate.
13. Assist in all College enrollment management efforts as appropriate.
14. Attends graduation ceremonies as assigned.
15. Participates and contributes to Accreditation Commission for Education in Nursing (ACEN) and Southern Association of Colleges and Schools (SACS) requirements as assigned.
16. Additional related duties as assigned.

KNOWLEDGE, ABILITIES & SKILLS:
- In-depth knowledge of subject matter related to discipline.
- Knowledge of effective teaching methods appropriate to the subject matter, classroom setting and resources available.
- Extensive clinical experience and strong clinical skills in area of clinical responsibility.
- Knowledge of College policies, procedures and instructor requirements.
- Ability to operate a computer and associated software programs.
- Ability to relate successfully to faculty, staff, students and the public.
- Ability to exercise discretion and judgment in carrying out professional duties.
- Ability to communicate effectively verbally and in writing.
- Understanding and commitment to Equal Access/Equal Opportunity.

EDUCATION AND QUALIFICATIONS:
- MSN with clinical and teaching experience required. PhD preferred.
- 3-5 years clinical nursing experience.
- Three years teaching experience at the community college level or higher preferred.
- Community health experience preferred.

(Florida Keys Community College is accredited by the Southern Association of Colleges and Schools and adheres to prescribed credentialing criteria.)

LICENSES, CERTIFICATIONS, OR REGISTRATIONS
- Registered Nurse State of Florida, EMPC, NALS, PALS (according to area of clinical specialty and instruction) preferred.
- American Heart Association: Healthcare Provider required.

**Physical Skills:**
- Ability to be mobile in clinical setting and to present lectures and demonstrations.

**Environmental Conditions:**
- Works inside in an office/classroom environment.
- Works in clinical settings.
(Reasonable accommodations will be made for qualified applicants with a disability.)

**SALARY:**

**CLOSE DATE:** Open Until Filled

**TO APPLY:** Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference.

**Notice of Non-Discrimination**
Florida Keys Community College does not discriminate on the basis of race, color, national origin, ethnicity, age, sex, marital status, military status, genetic information, sexual orientation, religion, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies:

**Equity Officer:** Lori Kelly, Librarian  
(305) 809-3501 or lori.kelly@fkcc.edu

**Title IX Coordinator:** Erika MacWilliams, Dean, Student Affairs  
(305) 809-3277 or erika.macwilliams@fkcc.edu

**Disability Services:** Suzy Park, Advisor and Disability Services Coordinator  
(305) 809-3266 or suzy.park@fkcc.edu

**Mailing Address:** Florida Keys Community College, 5901 College Road, Key West, FL 33040